

PER CAPITA GRANT GUIDELINES FY2016

Bureau of Emergency Medical Services and Preparedness
Division of Family Health and Preparedness, Utah Department of Health

Introduction

The Legislature established the EMS grants program for the purpose of improving the statewide delivery of emergency medical services. This program is administered by the Bureau of Emergency Medical Services, Utah Department of Health, with Rules established by the EMS Committee.

These guidelines provide specific information relevant to the grant application process. Careful adherence to these guidelines will assist the Department in allocating grant resources.

FY2016 Per Capita Grant Application Process

During Fiscal Year 2016 (FY2016-July 1, 2015 to May 15, 2016), the Utah Department of Health, will distribute approximately \$500,000 to per capita grant applicants. **Grantees shall be limited to licensed and designated EMS providers, and designated dispatch agencies of local or state government or incorporated non-profit entities actively providing emergency medical care in the State of Utah. These providers must be in compliance with the EMS Systems Act and all EMS rules. For-profit licensed agencies that are the primary Emergency Medical Services for a service area are also eligible.**

Application forms are available on line at the Bureau website: <http://health.utah.gov/ems/grants>. **Incorporated non-profit entities must be registered with the Department of Commerce.**

Grants awarded will be implemented through reimbursable grants with the Department of Health; that is, the grantee expends funds for grant approved purposes and the Department reimburses the grantee for expenditures incurred. Unless otherwise specified, grants will begin July 1, 2014 and terminate May 15, 2015.

All grant funds unexpended at that time will revert to the Department for future reallocation. **All FY2015 expenditures must be completed by May 15, 2016. The deadline for reimbursement requests for FY2016 is May 15, 2016.**

The schedule for the application process is as follows:

Application with roster must be received by the Bureau no later than 5:00 p.m. January 30, 2015. The FY2016 EMS Grant Application and agency roster must **be typed or computer generated.**

FY2015 Dates	SCHEDULE SUMMARY
January 30, 2015	Deadline for Submission of FY2016 application and agency roster.
During January	Bureau of EMS will verify and update each agency roster.
July 1, 2015	Beginning of FY2016 grant period,
May 15, 2016	End of FY2016 grant period, final date for expenditures.

Special Conditions

The Bureau will reimburse agencies for expenditures specifically related to the provision of Emergency Medical Services. Rescue and fire equipment **are not** eligible. A vendor invoice and proof of payment (credit card statement or cancelled check) must accompany a request for reimbursement. No matching funds are required. However, the remaining unreimbursed portion of competitive line item funds may be submitted for per capita reimbursement upon request.

Travel expenses for Continuing Medical Education (CME) are required to follow Utah Department of Health Travel Policy as outlined:

Hotel/Motel rates:	
Salt Lake Valley (Draper to Centerville plus tax)	\$ 100.00
Moab (plus tax)	\$ 100.00
Ogden/Cedar City (plus tax)	\$ 75.00
Price/Provo/Orem/Lehi/St. George(plus tax)	\$ 75.00
Breakfast	\$ 10.00
Lunch	\$ 13.00
Dinner	\$ 16.00
Mileage (\$0.380 actual mileage)	\$ 0.38

Agency Roster

All licensed and designated agencies were notified by email December 22, 2014 of their current EMS personnel roster on record with the Bureau. Verification or updates to the EMS personnel roster must be returned to the Bureau by January 30, 2015, to qualify for FY2016 EMS Per Capita Grant funds. If an agency **is not** requesting EMS Competitive Grant Funding, the FY2016 Grant Application must be submitted to the Bureau by January 30, 2015.

Per capita allocation is determined by the following:

- (a) County classification,
- (b) Number of EMS state certified personnel in each provider agency actively involved in the provision of emergency medical services.
- (c) The level of certification of each of the EMS personnel, with weighting factors as follows:

EMD, EMR = 1 point

EMT-B = 2 points

EMT-Intermediate and AEMT (advanced) = 3 points

Paramedic = 4 points

CERTIFIED PERSONNEL WILL RECEIVE PER CAPITA FUNDING FOR ONLY ONE AGENCY. AGENCIES THAT COVER MULTIPLE COUNTIES WILL RECEIVE POINTS FOR THEIR PERSONNEL FROM THE COUNTY WHERE THE CERTIFIED PERSON LIVES. IF THE CERTIFIED PERSON WORKS FOR MULTIPLE AGENCIES, POINTS ARE AWARDED TO THE AGENCY WHO PROVIDES THE MAJORITY OF THE TRAINING.

IF APPLICATION WITH ROSTER ARE NOT RECIVED BY THE BUREAU OF EMS OFFICE ON OR BEFORE JANUARY 30, 2015 THE AGENCY WILL NOT BE ELIGIBLE FOR PER CAPITA FUNDING.

Grant Proposal Preparation Assistance or Questions

We recognize there may be questions regarding the program. It is the desire of the Bureau of EMS, the Grants Subcommittee and the State EMS Committee that the grant process be as simple and easy to accomplish as possible.

We strongly encourage you to contact your EMS Bureau regional consultant, Allan Liu or Irene Petrogeorge for assistance in grant preparation. Contact Information:

Allan Liu, Financial Analyst	801-273-6664	aliu@utah.gov
Dan Camp, Regional Consultant	801-273-6673	dcamp@utah.gov

ALL GRANT APPLICATIONS ARE AVAILABLE on the bureau website: <https://health.utah.gov/ems/grants>